

FOR YOUR INFORMATION...



City of Taylorsville
Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville
Information Form

L-1

BUSINESS LICENSE

Applying for a Commercial Business License

All businesses within the corporate limits of the City of Taylorsville are required to acquire an annual business license. The following information describes the process for obtaining a "commercial" business license; meaning traditional permanent businesses located in commercial, office or industrial zones. For permits or licenses for temporary businesses, home occupation businesses or businesses involving alcohol please refer to the appropriate information form to obtain further information. Please note that it is unlawful for any person to engage in business within the City of Taylorsville without first procuring a business license.

The Business License Application Process:

- ☐ Pick-up application materials from the Taylorsville Business License Department. It is advisable at this step to talk to the business license official regarding the business licensing process and to find out if there may be any additional requirements for your particular business.
- ☐ Submit completed application and applicable fees along with all required submittal materials.
- ☐ Once your application has been received by the Taylorsville Business License Department, the City will conduct an internal approval process. All new business licenses are subject to approval from the planning and zoning, building, fire, health, and police departments prior to issuance of a license and commencement of commercial operations.
- ☐ You will receive your business license by mail at the address you indicate on your business license application. Typically a business license takes 10-14 days to be issued. For food businesses, cosmetology businesses and businesses that are classified as *conditional* uses the approval process may take longer. For more information regarding conditional uses and the conditional use process, please see ***Taylorsville Information Form P-5 Applying for a Conditional Use Permit***.

Business License Fees:

- ☐ Base fee: \$80.00
- ☐ Fire Department fee: \$10.00
- ☐ Police Department fee: \$10.00
- ☐ Employee fee: \$ 6.00 per full or part time employee
- ☐ Commercial Vehicles: \$10.00 per vehicle
- ☐ Amusement Devices: \$10.00 per device
- ☐ Cigarette vending Machine: \$10.00 per machine
- ☐ Disproportionate fee: Certain businesses, based on their "disproportionate" impacts or costs to city services, require *disproportionate business license fees* in addition to the fees identified above. Below is a list of all disproportionate fees as identified in Taylorsville City Code:
 - Amusement halls, arcades, game rooms: \$ 70.00 per location
 - Financial institutions (banks, credit unions, etc.): \$550.00 per location
 - Retail department stores, including food and grocery stores: \$900.00 per location
 - Fireworks sales: \$200.00 per location
 - Motion picture theaters: \$165.00 per screen/stage
 - Restaurants, fast food, delis, take out: \$225.00 per location
 - Service and gas stations: \$350.00 per location
 - Apartments/multiple dwelling rental units: \$ 10.00 per unit in excess of 4 units
 - Nursing, convalescent, or alternative care center: \$ 10.00 per bed
 - Please refer to ***Taylorsville Information Form L-11 Liquor Licensing Information*** for information regarding disproportionate fees for all alcohol and beer sales.

For additional information on fees other than business licensing (conditional use permits, building permits, etc.) please refer to ***Taylorsville Information Form P-17 Consolidated Fee Schedule***.

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Businesses That Require Bonds:

Please note that Taylorsville City Code requires the following business types to file with the City a bond in a form acceptable to the City Attorney: auctioneer, employment office, fireworks and Christmas trees, house movers, private detectives, sexually oriented businesses, solicitors and peddlers. Please contact the Taylorsville Business License Department for more information and specific amounts.

Items to be Submitted:

- ☐ Business license application, completed and signed
- ☐ Applicable business license fees and bonds
- ☐ Include verification that your business is registered with the Utah State Department of Commerce.

Available at: Utah State Department of Commerce

160 East 300 South

Salt Lake City, Utah 84101

Telephone: (801) 530-4829 Fax: (801) 530-6438

www.commerce.state.ut.us

- ☐ Include verification of your current Utah State sales tax number (if applicable).

Available at: Utah State Tax Commission

210 North 1950 West

Salt Lake City, Utah 84143

Telephone: (801) 297-2200 Fax: (801) 297-7579

www.commerce.state.ut.us

Business License Renewals:

All business licenses in the City of Taylorsville are required to be renewed on an annual basis. The City will mail a renewal form approximately one month prior to the expiration of your current license. Business owners should be mindful of returning renewals in a timely fashion as late penalties are applicable. Please note that although the City sends renewal notices to all businesses prior to the expiration of the current license it is ultimately the responsibility of the business owner to insure that the business license is renewed prior to expiration.

Avoiding Common Problems:

The City of Taylorsville recognizes that the timely issuance of business licenses is of the utmost importance to many business owners. As a result we recommend that applicants for new business licenses keep in mind the following factors that could result in unwanted delays in the approval process:

- ☐ **Land use and zoning complications.** In order to insure that your particular land use is permitted at your proposed location it is recommended that you contact the Taylorsville Planning and Zoning Department regarding your business use and location.
- ☐ **Building improvements.** Tenant improvements to commercial spaces often require *building permits* and *certificates of occupancy* prior to the commencement of business operations. If you are doing any building improvements to your space, contact the Taylorsville Building Department for more information.
- ☐ **Health Department approval.** All businesses in Taylorsville require Health Department approval. Please note that some businesses such as restaurants, bakeries, and beauty salons have strict and specific regulations. Contact the Salt Lake Valley Health Department for more information.
- ☐ **Fire Department inspections.** All businesses in Taylorsville also require inspections from the Salt Lake County Fire Department. Common problems include missing or unlighted exit signs, clogged exit corridors, lack of approved fire extinguishers, and non-functioning sprinklers. Contact the Salt Lake County Fire Department for more information.

Helpful Phone Numbers:

The following phone numbers may be helpful for you in licensing your business in Taylorsville:

- ☐ Salt Lake Valley Health Department
 - Food Protection: 313-6620
 - Cosmetology: 313-6641
- ☐ Salt Lake County Fire Department 743-7230
- ☐ Taylorsville Community Development (all departments): 963-5400
- ☐ Utah Alcohol Beverage Control: 977-6800
- ☐ Utah Department of Agriculture: 538-7124
- ☐ Utah Department of Professional Licensing: 530-6091
- ☐ Utah State Department of Commerce: 530-4829
- ☐ Utah State Health Department: 538-6108
- ☐ Utah State Tax Commission: 297-2200
- ☐ Better Business Bureau: 892-6009